Managerial Associate II (0630)

**Basic Purpose/Job Function:** Overseeing the overall operation, administration and performance of day-to-day operations on behalf of the director, chairperson, manager, or other designated executive, including full responsibility for part of the organization’s administration.

**Examples of Titles Replaced:** Assistant to Provost; Assistant to the Associate Vice President; Assistant to the Vice President; Manager, Internal Operations

**Typical Functions May Include:**

1. Assisting in carrying out administrative functions on behalf of the director, chairperson, assistant director, manager or other designated executive
2. Supervising staff, including hiring, firing, training and conducting performance evaluations
3. Providing information, clarifying policies and procedures, facilitating provisions of services and resolving problems
4. Assisting in the preparation and administration of the annual operating budget, administering the budget and maintaining appropriate records for area of responsibility, and initiating action to collect past due accounts
5. Serving as liaison to coordinate inter-and intra-departmental administrative functions, as well as coordinating with the University community, general public, and others on a regional, national and international basis, to ensure effective customer relations
6. Planning and coordinating special activities and projects, including representing department or college at various meetings as requested
7. Traveling to local, state, regional or national meetings as required
8. Negotiates with contractors and vendors
9. Performing other related duties as assigned

**Risk Management:** Uses established safety practices to protect the health and safety of personnel and property.

**Supervision of Others:** May serve as a supervisor for a departmental staff, with responsibility for hiring, firing and performance evaluations.

**Supervision Received:** Receives general supervision from designated supervisor.
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Minimum Qualifications:

- **Education**: Bachelor’s Degree  
  **Type**: Determined by department

- **Experience**: 12 - 24 months  
  (or 60 - 72 months without degree)  
  **Type**: Office management, staff supervision, financial management, accounting or facilities maintenance

- **Skills**: Effective oral and written communication, familiarity with computers, knowledge of computer software, ability to work independently and good organizational skills

- **Special Requirements**: Frequent exposure to pressure caused by deadlines and busy periods; may be required to travel; requires contact with other departments and university officials; may include knowledge of one or more foreign languages or specialized terminology (e.g., medical legal or technical).

- **Licenses**: Determined by the nature of the position and/or department

- **Certifications**: Determined by the nature of the position and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.